

Application for Employment

Those applicants requiring reasonable accommodation to the application and/or interview process should so advise the business manager immediately.

Position(s) applied for _____ Date of application ____ / ____ / ____

Referral Source: How did you find out about the job opening

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # () Other Phone # () Social Security # _____

If necessary, best time to call you at home is : _____ AM
: PM

May we contact you at work Yes No

If yes, work number and best time to call..... () : _____ AM
: PM

If you are under 18 and it is required, can you furnish a work permit?..... Yes No

If no, please explain

Have you submitted an application here before?..... Yes No

If yes, give date..... / /

Have you ever been employed here before?..... Yes No

If yes, give dates..... From ____ / ____ / ____ To ____ / ____ / ____

Are you legally eligible for employment in this country?..... Yes No

Date available for work..... / /

Type of employment desired: Full-Time Part-Time Temporary Seasonal

Will you travel if job requires it? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Will you work overtime if required? Yes No

If no, please explain:

Have you ever been bonded?..... Yes No

Have you been convicted of a felony? Yes No

If yes, please explain:

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

Driver's license number if driving is an essential job function _____ State _____

AN EQUAL OPPORTUNITY EMPLOYER

Employment History

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE JOB DUTIES AND RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE	HOURLY RATE/SALARY			
	STARTING			
IMMEDIATE SUPERVISOR	\$	PER		
	REASON FOR LEAVING		HOURLY RATE/SALARY	
		FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE JOB DUTIES AND RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE	HOURLY RATE/SALARY			
	STARTING			
IMMEDIATE SUPERVISOR	\$	PER		
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		FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	

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		FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	

Comments INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT

Skills and Qualifications - Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background IF JOB-RELATED

List last three (3) schools attended, starting with most recent.

SCHOOL	YEARS COMPLETED	DEGREE DIPLOMA	GPA CLASS RANK	MAJOR

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. Alternatively, and only as a second choice, list three school or personal references who are not related to you.

NAME	TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

Additional Information

List professional, trade, business, or civic associations and any offices held.

EXCLUDE MEMBERSHIPS WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards

EXCLUDE INFORMATION WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, COLOR, DISABILITY OR OTHER PROTECTED STATUS:

List any additional information you would like us to consider:

I understand that if I am employed, any misrepresentation or omission on this application will be reason to terminate the application process or immediately discharge me, whenever it is discovered.

I give Employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I release from liability employer and its representatives for seeking, gathering and using such information, and all other persons, corporations or organizations for furnishing the information.

Employer does not unlawfully discriminate in employment and no question on this application will be used to limit consideration of any applicant on a basis prohibited by local, state or federal law.

After 180 days, if I have not heard from employer and still wish to be considered for employment, I will need to fill out a new application.

If hired, I understand that I will be free to quit at any time without prior notice, and employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice. This application does not constitute an offer, agreement or contract for employment for any specified period or definite duration. I understand that no representative of employer, other than senior management, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing.

Employer will not refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the Americans with Disabilities Act.

I understand that if hired, I must provide proof of identity and legal work authorization.

I have read and fully understand this application and I seek employment under these conditions.

Signature of Applicant _____ Date ____ / ____ / ____